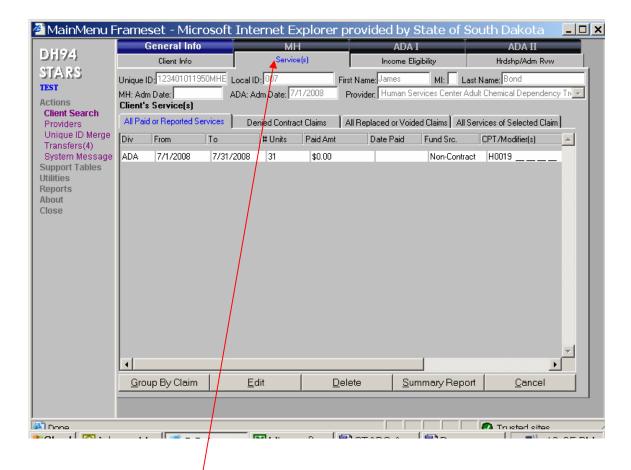
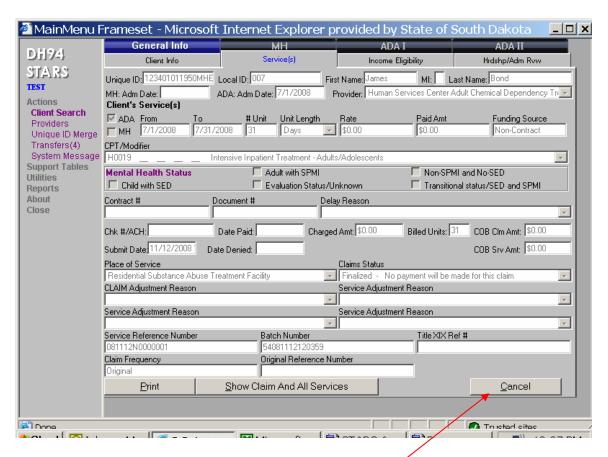
Services



The Services Screen can be accessed from the "Client Search Screen." First locate the client and double click on the client's record which opens up the "Client Information Screen" The "Services" tab is located on the top menu bar.

- 1. Clicking on the "Services" tab will open up the above screen.
- 2. This screen will display services billed within a 3 year time frame.
- 3. Contract and Title XIX services will be view only by Providers.
- 4. "Delete" will only delete a selected non-contract service.
- 5. "Summary Reports" will provide a report on all services provided to client for a selected time frame.
- 6. Clicking on "Cancel" will take provider back to the "Client Search Screen".

Services Detail Screen



- 1. This screen is View/Print only by Providers.
- 2. The "Services Detail Screen" provides information on client's billing information. Specifically, whether ADA or MH were billed, total units, date from and date to, unit length, rate of service, paid amount, and funding source.
- 3. Information is also available on Contract #, CPT modifier used, mental health status, place of service, claims stats, service Reference Number, and Title XIX Reference #.
- 4. The "Print" tab will allow providers to print this page.
- 5. The "Cancel" tab will take a provider back to the "Services List Screen."